

MassDEP, Bureau of Air and Waste

SW48- Third Party Inspector License

Instructions for Online Filing



EEA ePLACE Portal

SW48 Third Party Inspector License

- ▶ How to create an account in ePLACE
- ▶ How to file an online application
- ▶ How to pay the application fee
- ▶ How to check your license status
- ▶ How to get help



Register for an Account

- Create or Log-in to your account in eLicensing
- First time users click here
- Be sure to provide your full name, address, and contact information when setting up your account.

Mass.gov | State Offices & Courts | State A-Z Topics | State Forms | Accessibility FAQs

An Official website of the Commonwealth of Massachusetts

eLicensing and ePermitting Portal

[Announcements](#) | [Accessibility Support](#) | [Register for an Account](#) | [Login](#)

Need Help? For technical assistance in using this web application, please call the ePLACE Help Desk Team at: (844) 733-7522 or (844) 73-ePLAC between the hours of 7:30 AM-5:00 PM Monday-Friday, with the exception of all Commonwealth and Federally observed holidays. If you prefer, you can also e-mail us at ePLACE_helpdesk@state.ma.us. For assistance with non-technical questions, please contact the issuing Agency directly using the links below.

Contact [Energy and Environmental Affairs](#).

Convenience Fee: Please note there will be a convenience fee for all online credit card transactions. There is also a nominal fee for online payment by check.

[Home](#)

[Advanced Search](#)

Welcome to the Commonwealth of Massachusetts ePLACE Portal

The Commonwealth of Massachusetts is pleased to offer online access to many licensing, permitting and certificate services. With ePLACE, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Options for Licensees and Applicants:

- Apply for, Renew, or Amend a License, Permit, Certificate or Notification
- Make Payments Online

Options for Consumers and the General Public:

- Check License Status for Individuals or Business Licensees [Here](#)

Login

User Name or E-mail:

Password:

[Login](#)

☐ Remember me on this computer

[Forgot my password?](#)

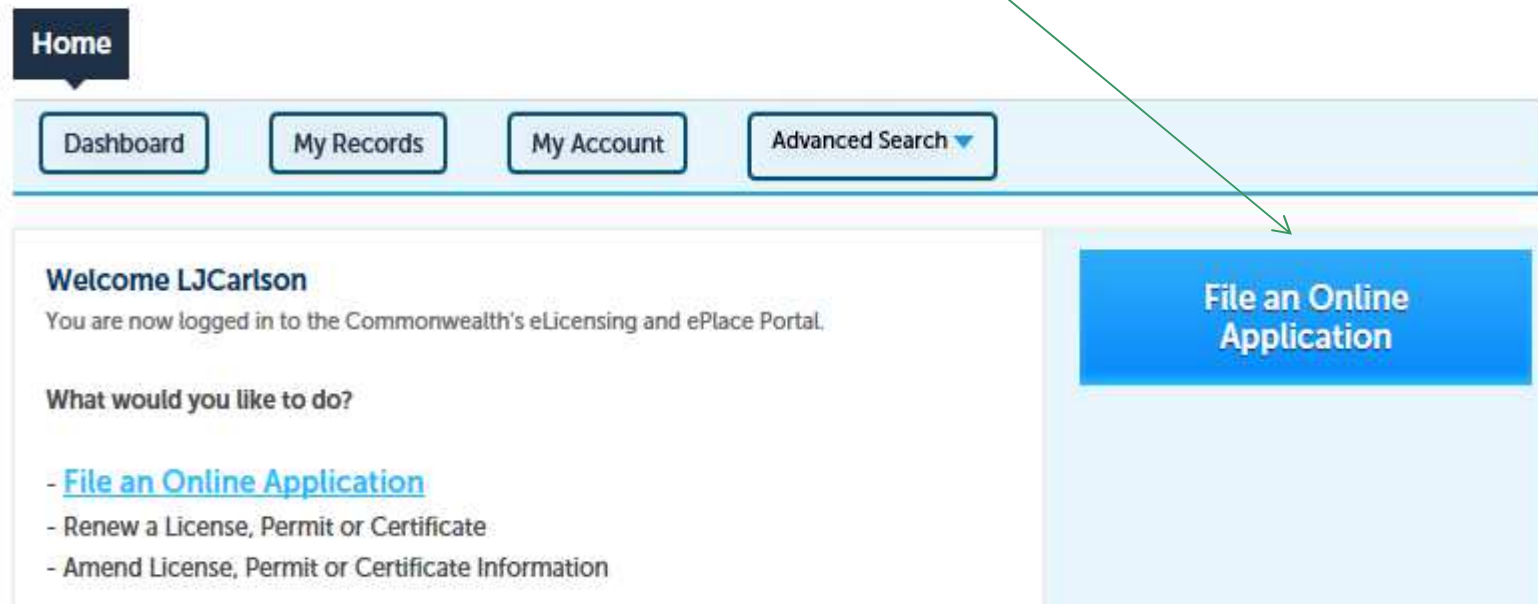
[New Users: Register for an Account](#)



EEA ePLACE Portal

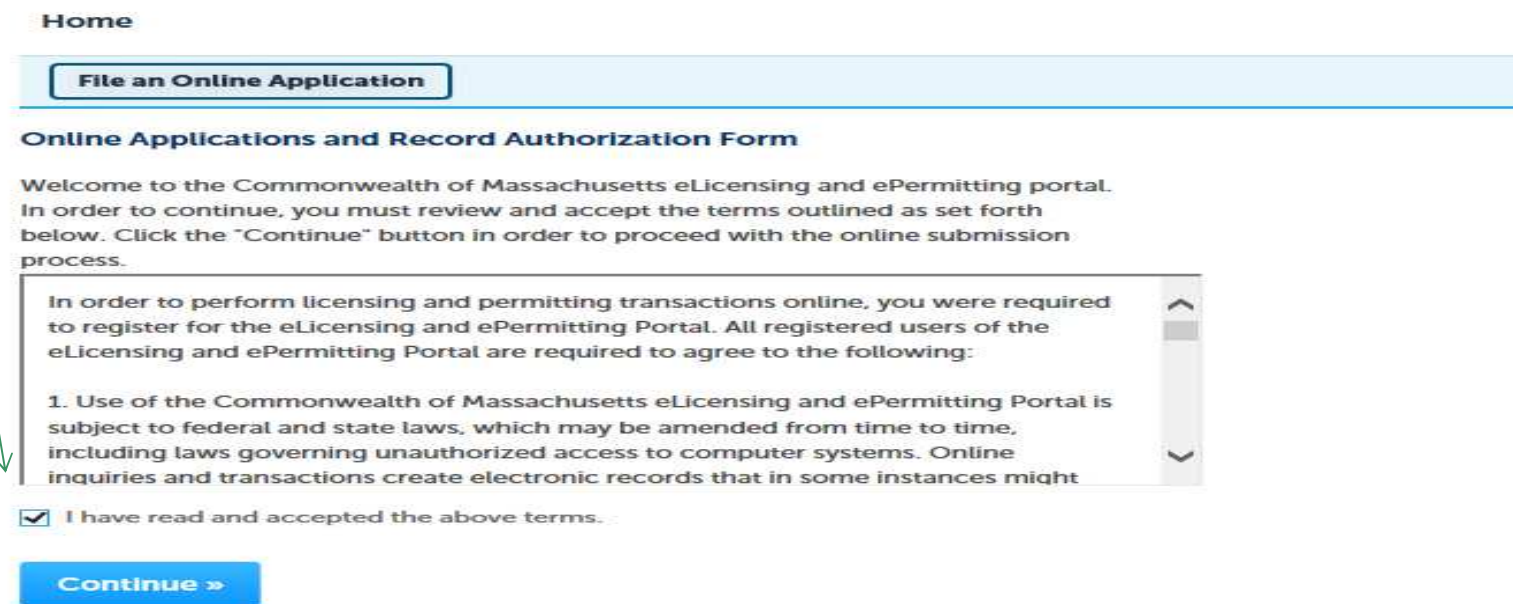
File an Online Application

- Click here to start (if you don't already have a certification and this is the first time using this system)



File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”



Home

File an Online Application

Online Applications and Record Authorization Form

Welcome to the Commonwealth of Massachusetts eLicensing and ePermitting portal. In order to continue, you must review and accept the terms outlined as set forth below. Click the "Continue" button in order to proceed with the online submission process.

In order to perform licensing and permitting transactions online, you were required to register for the eLicensing and ePermitting Portal. All registered users of the eLicensing and ePermitting Portal are required to agree to the following:

1. Use of the Commonwealth of Massachusetts eLicensing and ePermitting Portal is subject to federal and state laws, which may be amended from time to time, including laws governing unauthorized access to computer systems. Online inquiries and transactions create electronic records that in some instances might

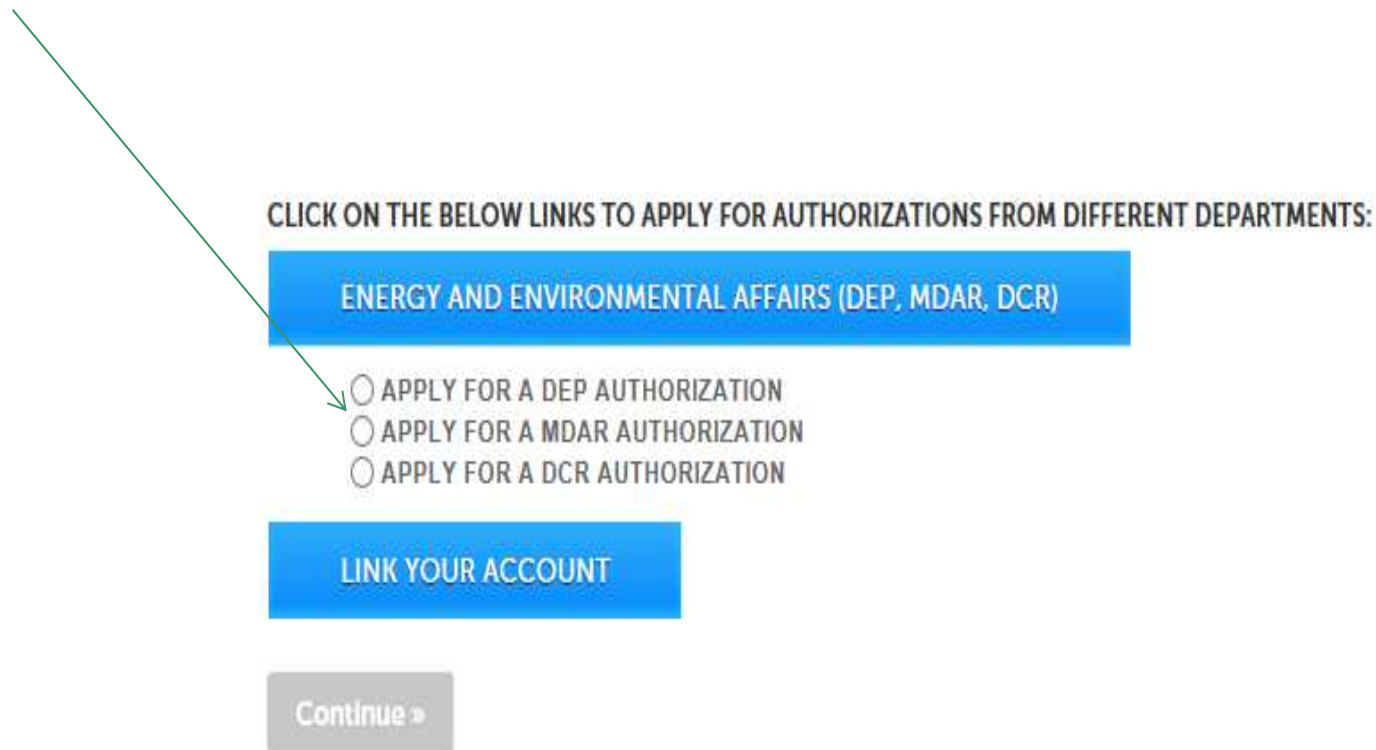
☒ I have read and accepted the above terms.

Continue »



File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”. Then click “Continue”.



CLICK ON THE BELOW LINKS TO APPLY FOR AUTHORIZATIONS FROM DIFFERENT DEPARTMENTS:

ENERGY AND ENVIRONMENTAL AFFAIRS (DEP, MDAR, DCR)

☐ APPLY FOR A DEP AUTHORIZATION
☐ APPLY FOR A MDAR AUTHORIZATION
☐ APPLY FOR A DCR AUTHORIZATION

LINK YOUR ACCOUNT

Continue »



File an Online Application

- Click the “Solid Waste” to see available applications
- Select SW48 and Click “Continue”

The following are the Authorizations for the selected Department:

Air Quality (AQ)

Drinking Water (DW)

Hazardous Waste (HW)

☐ Notification of on-site recycling activity

Solid Waste (SW)

☐ SW48 - Third-Party Inspector Qualifications Statement Application

Toxic Use Reduction (TUR)

☐ TU01 - General Practice Planner Application

☐ TU02 - Limited Practice Planner Application

Waste Water Management (WWM)

Continue Application »



EEA ePLACE Portal

1. Applicant Information

- Click on “Instructions” for more information about this license
- Select the type of license you are applying for
- Click on the certification box
- Continue or “Save and resume”

SW48 - Third-Party Inspector Qualifications Statement Application

1 Application Specific Info	2 Documents	3 Special Fee Provisions	4 Applicant and Contributors	5 Review	6
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Step 1: Application Specific Info > Page 1 of 4

[Instructions](#)

* indicates a required field.

Third-Party Inspector Categories

Use this form to register as a Third Party Inspector (TPI) of solid waste facilities in accordance with 93.018(S)(b). MassDEP relies on the information you provide in this qualification statement. You have the burden to demonstrate that you meet TPI requirements. Note that to be qualified to perform inspections of construction and demolition (C/D) waste handling facilities, you must check the O&M with Asbestos Inspector. For additional information on the duties and responsibilities of a third party inspector see <http://www.mass.gov/esa/agencies/massdep/recycle/approvals/swtpi-on.html>

Waste Ban Inspector: ☐ Operation And Maintenance Inspector: ☐

Operation And Maintenance with Asbestos Inspector: ☐

All Third-Party Inspectors

By checking the box provided you are certifying that you have an in-depth knowledge and understanding of solid waste management laws, regulations and requirements. : ☐

[Continue Application >](#) [Save and resume later](#)



Solid Waste Third Party Inspector Requirements

- The Requirements to be a Third Party Inspector are found at 310 CMR 19.018.
- There are three Inspector Types:
 - ▶ Operation & Maintenance Inspector
 - ▶ Waste Ban Inspector
 - ▶ Operation & Maintenance Inspector with Asbestos Credentials
- You can apply for one, two or all three inspector types but must meet the requirements and provide documentation for whichever type you have chosen



Solid Waste Third Party Inspector Requirements

- If you have selected the O& M Inspector type, you will be asked to certify that you have three or more years of experience and provide details of your experience.
- Identify your professional licenses or provide details of your education and experience.
- Click “add a row” to add education and experience
- Required information is indicated by a red asterisk

Third-Party Operation & Maintenance (O&M) Inspector Qualifications

To be listed as a registered Third-Party O&M Inspector, check this box and complete “Professional Registrations & Licenses”, “Professional Registration & Experience”, “Education Information”, as appropriate.

I state that I have 3 or more years of full-time professional experience, or part-time equivalent:



Professional Registrations & Licenses

Valid Massachusetts Registered Professional Engineer (P.E.):



License Number: *

00000000

Expiration Date: *

06/01/2018

Valid Massachusetts Registered Sanitarian:



Valid Massachusetts Licensed Site Professional (LSP):



Education and Other Professional Experience

EDUCATION AND OTHER EXPERIENCE

To be certified as a Third-Party O&M Inspector, you must hold one of the licenses as previously listed, or you can substitute experience and education. Complete this table to indicate your applicable education and professional experience. You will be asked to attach a resume further along in this application.

Showing 1-1 of 1

<input type="checkbox"/>	Major Concentration/Area of Study	Other	Institution	Degree Earned	Year Earned	Full-time professional experience, or part-time equivalent	Actions
<input type="checkbox"/>	Engineering or a Physical or Biological Science		BUT	BS Mech Engineering	1998	5 years	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)



Solid Waste Third Party Inspector Requirements

- For anyone applying to become a Waste Ban Inspector, indicate whether you have taken the MassDEP Waste Ban Inspector Training or whether you plan to take this training.

SW48 - Third-Party Inspector Qualifications Statement Application

1 Application Specific Info	2 Documents	3 Special Fee Provisions	4 Applicant and Contributors	5 Review	6
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Step 1: Application Specific Info > Page 2 of 4

* indicates a required field.

Third-Party Waste Ban Inspector Qualifications

To be listed as registered Third-Party Waste Ban Inspector, you must have completed the MassDEP waste ban training course. For additional information on the duties and responsibilities of a Waste Ban Inspector [Please Click Here](#).

I plan to attend but have not yet been able to register:

☐

I attended this course on Date:

[Continue Application »](#)

[Save and resume later](#)



Waste Ban Inspectors

- **Note on the MassDEP waste ban training requirement:** To be listed as an individual qualified to be a third-party inspector for waste ban inspections, you must have taken the required MassDEP training. Because the agency has been unable to provide sufficient training sessions to meet the demand, however, you may indicate on your application that you plan to attend this training in the future. As long as you meet the other applicable requirements, you will be conditionally listed as a qualified third-party waste ban inspector. See <http://www.mass.gov/eea/agencies/massdep/recycle/solid/waste-ban-training.html> to learn more about upcoming MassDEP training opportunities.
- Please note that you may not conduct third-party waste ban inspections until you complete the required training.



2. Documents

- See the documents that must be attached (such as a resume).
- Your resume should describe your experience in:
 - ▶ Managing a SW facility
 - ▶ Design/ engineering of an SW facility
 - ▶ Inspecting SW facilities
 - ▶ Other SW experience
- To attach documents electronically, click “Browse” to start

SW4B - Third-Party Inspector Qualifications Statement Application

1 Application Specific Info	2 Documents	3 Special Fee Provisions	4 Applicant and Contributors	5 Review	6
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Step 2: Documents > Page 1 of 1

Please attach your resume below. Make sure the resume describes your experience in the following areas of the solid waste management field:

1. Managing a solid waste facility;
2. Designing or engineering solid waste facilities;
3. Inspecting solid waste facilities; or
4. Other solid waste experience regarding the operation or management of solid waste facilities.

Describe your projects and responsibilities with sufficient information to demonstrate that you have the requisite experience. Also, include any Engineering, or Physical or Biological Science degrees, as well as, any other degrees you have earned.

* Indicates a required field.

List of Documents

Documents:

Please upload 1 Required Document(s) which are mandatory to Submit this Application:

1. Resume with Summary of Experience

Attach Documents

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Description	Action
No records found.					

[Browse](#)

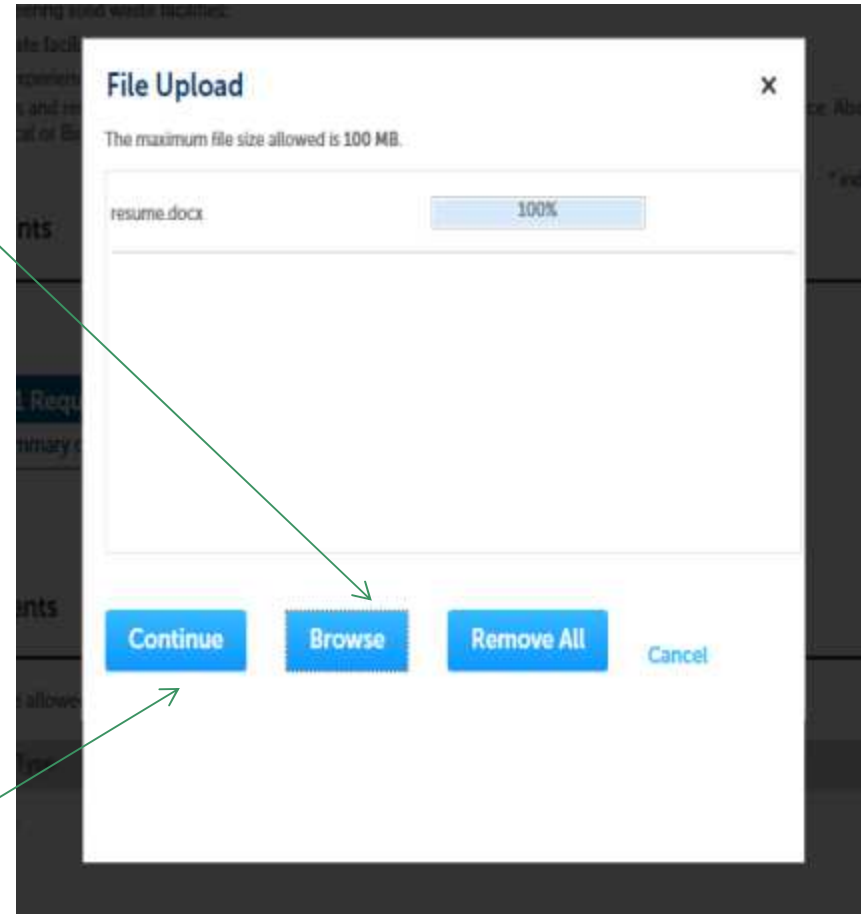
[Continue Application »](#)

[Save and resume later](#)



2. Documents (Attaching)

- You will get a pop up box.
- Click “Browse” on pop up
- Find you’re the document you wish to attach on your computer
- Click on the file name then click “open”
- Once the document uploads in the file upload box, click “Continue”



2. Documents

- Pick a document type from the drop down list and type in a description of the document you attached
- Click “Save”
- The document will take a minute to load. When complete you will get the following message

Attach Documents

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Description	Action
No records found.					

* Type:

File: WS10 ACA Script.docx
100%

* Description:



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

- Click “Continue Application”



EEA ePLACE Portal

3. Applicant and Published Information

- Applicant Information is imported from your login account.
- You have an opportunity to modify what would be published or shown on our website (fields with red asterisk are required)

Published Information

Information from this application will be made available to the public. By default, the information listed below is from your account profile. To make changes to your account profile, save/resume this form, go to Account Management, and make the changes. When you next access this form, those changes will now appear. First name, middle name (if provided) and last name can only be edited through your account profile. Phone #, email, company name and address fields may be edited on this form without updating your account profile. Please note that EITHER an email address or a phone number must be provided. City, State and Zip code are also required fields.

Company Name:

Middle Name:

*Telephone Number: ?

PO Box/ Address:

*State:

*First Name:

*Last Name:

*E-mail Address:

*City/Town:

*Zip Code:



3. Applicant and Contributors

- The Applicant Information box will show the name and address of the person currently logged into the application. This is the applicant. If the person filing out the form is NOT the applicant, please log out and have the applicant log in to complete the form.
- Click “Continue Application” if the correct person is shown as the applicant. Ignore the “Edit or View” link- this has been disabled.

Applicant Information

To review or certify this application, click on the “Continue Application” button. For most applications, if you are not the applicant, you will only be able to review. After reviewing, you will need to click on the “Save and resume later” button, and have the applicant log-in to certify.

Applicant Information:

Ted Smith

10 Winter Street
Boston, MA, 02144

Telephone #: 617-777-5555 Email: tedsmith@email.com

Edit or View

Continue Application »

Save and resume later



EEA ePLACE Portal

4. Review

- Review your application
- Click “Edit Application” if you want to update or change any information you provided.

WS10 - Cross Connection Certification Application

1 Application Information	2 Documents	3 Applicant and Contributors	4 Review	5 Application Submitted
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Step 4: Review

[Continue Application »](#) [Save and resume later](#)

Please review all information below. Click the "Edit Application" button to make changes, if needed.

Review and Certification

If you arrive at this Review page after selecting "Resume Application" from your dashboard, (and then select "Pick up where I left off"), you will need to click on the "Applicant and Contributors" tab at the top of this page, and then click "Continue" to finish submitting this application.

[Edit Application](#)

Certification Type

Certification Type:	Backflow Prevention Device Tester
Backflow Prevention Device Tester Training Provided by (organization):	abc
Backflow Prevention Device Tester Date of Examination:	03/01/2017

List of Documents

Documents:	Required Documents: 1. Proof of written and practical certification examination which is approved by the Department for Backflow Prevention Device Tester
Submit Documents by Mail:	



4. Review

- Read the certification statement
- Check the box agreeing to it
- Click “Continue”
- ONLY the applicant in whose name the certification will be issued can click on this box and certify the application

Applicant Information

[Edit](#)

Laurel J Carlson
One Winter Street, 7th Floor
Boston, MA, 02108-0000
United States

Telephone #: 617-348-4095
E-mail: Laurel.Carlson@state.ma.us

"I attest under the pains and penalties of perjury that:

a. I have personally examined and am familiar with the information contained in this submittal, including any and all documents accompanying this certification statement; b. the information contained in this submittal is, to the best of my knowledge, true, accurate, and complete; c. I will: i. personally conduct and complete third-party inspections in accordance with the performance standards in 310 CMR 19.018(6) through (7); ii. prepare accurate and complete third-party inspection reports in accordance with the performance standards in 310 CMR 19.018(6) through (7) and submit third-party inspection reports to facility owners and operators in accordance with the requirements of 310 CMR 19.018(8); iii. not make any false, inaccurate, incomplete or misleading statements in any third-party inspection report; and iv. file with the Department an updated qualifications statement

☐ By checking this box, I agree to the above certification.

Date:

[Continue Application »](#)[Save and resume later](#)

5. Pay Fees

- Both “Pay Online and “Pay by Mail” are available.
- If you select “Pay by Mail”, the application review will not start until the check has been received
- Online payment requires payment of a service charge.

Step 6: Pay Fees

Listed below is the fee for the authorization that you are applying for. The following screen will display your total fees.

Payment may be made by electronic check or credit card for a nominal processing fee. The electronic check fee is \$0.35 per transaction. Credit card payments are 2.35% per transaction. Clicking on the PAY ONLINE button will bring you to the secure online payments portal. Once you have made payment, you will be returned to your application for submittal.

Payment may also be made by mail. However, review of your permit will not begin until payment is received. By clicking on the Pay by Mail button, you will have submitted your application. You will receive a notification email with the location and address to send your payment. That information is also available in the instructions for this authorization.

Application Fees

Fees	Amount
SW48 Application Fee	\$595.00

\$595.00

[Pay Online »](#)

[Pay by Mail »](#)



EEA ePLACE Portal

Pay Online

- If you select “Pay Online” you will be redirected to a third party payment page.
- Provide the information required on this page and click on “I accept” to indicate your acceptance of the MassDEP and Ncourt Terms Agreement.

Description	Item Number	Amount
DEP/3rd Party Certification/Application	TTMP-000750	\$195.00
		\$395.00

Total Convenience Fee Due: **\$13.90**
Total Amount Due: **\$808.90**

Billing Information

Payment on Behalf of:

All fields are required.

Enter Company OR First and Last Name below

Company Name

First Name

Last Name

Street

City

State/Territory

Zip

Phone Number

Email

Confirm Email

Payment Information

To pay by electronic check, click the ACH tab.

Card Type

Card Type

Card Number

CVV Code

Expiration

Check to accept to both the MassDEP and nCourt Terms Agreements
☐ I Accept

MassDEP Terms Agreement

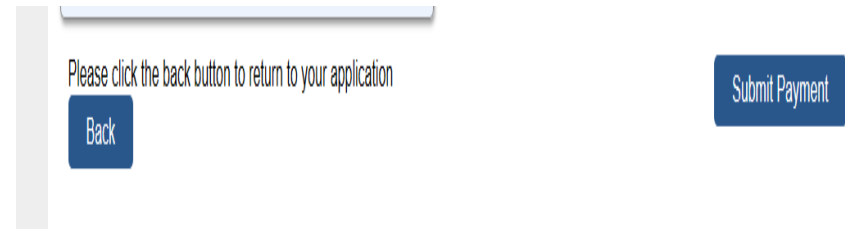
For all payment methods, the email acknowledgment sent back to the customer after "I Accept" must include a contact telephone number at the merchant entity.

[nCourt Terms Agreement](#)



Pay Online

- At the bottom of the page is the button to “submit Payment” or, if you wish to change your mind and pay by mail, Click the “Back” button to return to the application



6. Record Issuance

- After you've chosen and gone through the payment option, the screen indicates the application has been successfully completed.

WS10 - Cross Connection Certification Application

1	2 Documents	3 Applicant and Contributors	4 Review	5 Pay Fees	6 Record Issuance
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Step 6: Record Issuance



Successfully Completed.

- This is your record number!

Thank you for using our online services.
Your Record Number is 17-WS10-000499-APP.

Conditions

Showing 1-1 of 1

Documents - 1 Uploaded

Required Documents

Proof of written and practical certification examination which is approved by the Department for Backflow Prevention Device Tester

Required Documents

Uploaded || 03/03/2017

You will need this number to check the status of your application.



EEA ePLACE Portal

After Submittal

- The following Notifications will be sent you to via email:
 - ▶ Authorization PIN – Allows you to share your application for any reason (but in most cases, you will probably not use this).
 - ▶ Confirmation of Application Submission and Payment Information – Information about payment. This notice will include you application or Record Number.
 - ▶ Proof of Record – A printable copy of your application minus attachments. This will be sent approximately 5 minutes after submission.




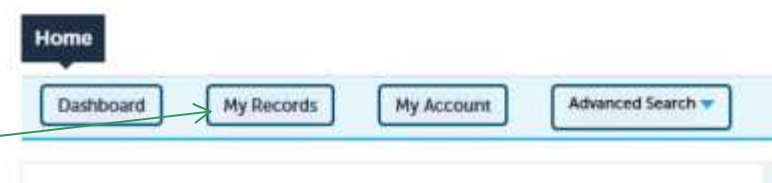
Your Records in ePLACE

- Every application you prepare or submit will be saved in a file associated with your account in EEA ePLACE.
- From the “Your Records” screen you will be able to:
 - ▶ Resume Application – If you decided “Save and Resume” during the application process, you can resume here.
 - ▶ Edit – If your application is not complete or requires a change after submission, you may be given the option to edit here after the Department has confirmed this.
 - ▶ Pay Fees Due – If you have fees that are due (or fees that have been paid by mail but have not been processed yet).
 - ▶ Amend Authorization – Once your certification has been approved by the Department and has not yet expired, you may be able to Amend your Authorization here (i.e. upgrade your certification, etc.)
 - ▶ Renew Authorization – Starting 90 days prior to the expiration of your certification, you will be able to renew your authorization here (at this point, your certification amendment will also be made here).



Accessing Your Records

- Log in to EEA ePLACE Portal
- Click “My Records”
- Click  in front of “DEP” on the next screen



“My Records”

- View list of Applications/ Authorizations associated with your account.
- Status indicates current status
- Actions are also shown here (see next page):
- Once your certification application (status) is approved, you will receive your approval letter and card via email.

▼ DEP

Showing 1-10 of 26 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Identifying Number	Record Type	Address	Expiration Date	Status	Action
<input type="checkbox"/>	03/03/2017	17-WS10-000499-APP	WS10 - Cross Connection Certification Application			On Hold	
<input type="checkbox"/>	02/24/2017	17-WS10-000482-APP	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/24/2017	17-WS10-000483-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
<input type="checkbox"/>	02/24/2017	17-WS10-000481-APP	WS10 - Cross Connection Certification Application			Payment Pending	Pay Fees Due
<input type="checkbox"/>	02/24/2017	WS10-0032775	WS10 - Cross Connection Certification Authorization		02/24/2020	Active	Amendment
<input type="checkbox"/>	02/23/2017	17TMP-001404	WS10 - Cross Connection Certification Application				Resume Application
<input type="checkbox"/>	02/21/2017	17-WS10-000411-APP	WS10 - Cross Connection Certification Application			Approved	
<input type="checkbox"/>	02/21/2017	WS10-0032770	WS10 - Cross Connection Certification		02/21/2017	About to Expire	Renew Authorization



To get help

- Questions about your ePLACE Account (account set up, password, find a form, make payment, My Records)
- ePLACE_helpdesk@state.ma.us. or call (844) 733-7522 (7:30 am – 5pm, M-F)
- Questions about the MassDEP application forms.

??????.?????@state.ma.us

- Questions about the Program Requirements for this certification
 - ▶ Tom Adamczyk Thomas.Adamczyk@state.ma.us

